



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

Expires 27 September 2003

ATZK-AG (600)

27 September 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 15-01 - Identification Cards

1. Reference AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel, 1 March 1998.
2. In June 1999 a requirement was established for civilian employees to have in their possession an acceptable picture identification card. This requirement is continued and is but one element of Fort Knox security policies designed to protect personnel and property and reduce the opportunity for unauthorized entry onto the installation. Privately-owned vehicle registration has been re-instituted and controlled access to the installation has been established. It is emphasized that no immediate or direct threat to Fort Knox or personnel has been identified. These are merely precautionary measures.
3. An acceptable picture identification card includes the following.
 - a. DD Form 2, Armed Forces of the United States Identification Card (Active).
 - b. DD Form 2, United States Uniform Services Identification Card (Retired)
 - c. DD Form 2, Armed Forces of the United States Geneva Conventions Identification Card (Reserve) and (Retired Reserve)
 - d. DD Form 1173, Uniformed Services Identification and Privilege Card
 - e. DA Form 1602, Civilian Identification Card
4. Identification cards are issued to the following categories of employees. If an employee is already in possession of a DD Form 2 or DD Form 1173, they need not be issued a DA Form 1602.
 - a. Active duty forces, reserve forces, retired forces and certain former military members defined in AR 600-8-14 are issued DD Forms 2.

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b. Qualified family members of active duty forces, reserve forces, retired forces and certain family members of former military members defined in AR 600-8-14 are issued DD Form 1173.

c. Civilians employed by the Army, including non-appropriated fund employees; civilians employed by other government agencies who are tenants of Fort Knox and their contractors; civilian industrial contractor's employees working on projects and contracts for the Army; AAFES employees and their long-term concessionaires (longer than 6 months); bank and credit union employees, Fort Knox Community Schools employees, and Red Cross personnel serving on Fort Knox are issued DD Form 1602 if not in possession of a DD Form 2 or DD Form 1173.

d. Civilians of other than government agencies who must identify themselves before entering Fort Knox, its facilities, or activities and other individuals for whom there is a need for identification as approved by the Garrison Commander are issued DD Form 1602 if not in possession of a DD Form 2 or DD Form 1173.

5. The Adjutant General (AG) ID Card Section will issue all Identification Cards. All ID Cards will be applied for using DD Form 1172, Application for Uniformed Services Identification Card DEERS-Enrollment. Verification of military or family member status and eligibility for the DD Forms 2 and DD Form 1173 will be accomplished by the ID Card Section in accordance with AR 600-8-14. Verification of civilian status and eligibility for the DA Form 1602 will be accomplished by the Civilian Personnel Advisory Center (CPAC) (new Civil Service employees), the administrative office of the sponsoring unit/activity or the Garrison Commander as indicated on the enclosed table. Administrative Offices will designate a verifying official on DD Form 577, Signature Card and provide the card to the AG ID Card Section. Only the official designated will verify the DD Form 1172.

6. Military (DD Forms 2) and Family Member (DD Form 1173) ID Cards will be issued for the time periods indicated in AR 600-8-14 when proper support documents and a completed and signed DD Form 1172 is presented (sponsor must sign in the presence of the verifying official or the sponsors signature must be notarized). A temporary family member ID Card may be issued for 90 days for circumstances outlined in AR 600-8-14.

7. Civilian ID Cards (DA Form 1602) will be issued to permanent employees for a 4-year period. Employees on time limited appointments of less than four years and temporary appointments will be issued cards for the period of their appointments. New civil service employees will be given the ID card request form during Civilian Personnel Advisory Center in-processing and instructed to obtain the card. Supervisors will confirm the employee obtained the card.

8. Damaged or mutilated cards must be presented to the AG and replaced with a new card. Lost or stolen cards will be reported immediately to the supervisor who will notify the Law Enforcement Command Provost Marshal. Supervisors will retrieve the civilian identification

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card from employees who cease employment and return the card to the issuing Adjutant General ID Card Section for destruction. If the supervisor determines that the DA Form 1602 is unrecoverable due to loss of employment, the supervisor will notify the AG ID Card Section, in writing.

FOR THE COMMANDER:



REGINALD R. BERRY
COL, AR
Garrison Commander

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DCG, USAARMC

VERIFYING OFFICIAL FOR DD FORM 1172 APPLICATION FOR ID CARDS

TABLE 1

CATEGORY	VERIFYING OFFICIAL
DD FORM 2 ACTIVE DUTY FORCES, RETIRED FORCES, RESERVE FORCES, AND CERTAIN FORMER MILITARY MEMBERS DEFINED IN AR 600-8-14	AG ID CARD SECTION IAW AR 600-8-14
DD FORM 1173 QUALIFIED FAMILY MEMBERS OF ACTIVE DUTY FORCES, RESERVE FORCES, RETIRED FORCES AND CERTAIN FAMILY MEMBERS OF FORMER MILITARY MEMBERS DEFINED IN AR 600-8-14	AG ID CARD SECTION IAW AR 600-8-14
DA FORM 1602	
CIVILIANS EMPLOYED BY THE ARMY, INCLUDING NONAPPROPRIATED FUND EMPLOYEES; CIVILIANS EMPLOYED BY OTHER GOVERNMENT AGENCIES WHO ARE TENANTS OF FORT KNOX AND THEIR CONTRACTORS; CIVILIAN INDUSTRIAL CONTRACTOR'S EMPLOYEES WORKING ON PROJECTS AND CONTRACTS FOR THE ARMY; AAFES EMPLOYEES AND THEIR LONG TERM CONCESSIONARES (LONGER THAN 6 MONTHS); BANK AND CREDIT UNION EMPLOYEES; FORT KNOX COMMUNITY SCHOOLS EMPLOYEES; RED CROSS PERSONNEL SERVING ON FORT KNOX	COMMANDER/DIRECTOR OF ACTIVITY/CONTRACT REPRESENTATIVE
CIVILIANS OF OTHER THAN GOVERNMENT AGENCIES WHO MUST IDENTIFY THEMSELVES BEFORE ENTERING FORT KNOX, ITS FACILITIES, OR ACTIVITIES AND OTHER INDIVIDUALS FOR WHO THERE IS A NEED FOR IDENTIFICATION	GARRISON COMMANDER
NEW CIVIL SERVICE EMPLOYEES	CPAC